

CITY OF HELOTES
External Job Announcement

JOB TITLE:	RESERVE POLICE OFFICER-PT
DEPARTMENT:	POLICE
Opening Date:	July-2016
Closing Date:	Open Until Filled
BASE PAY:	NON-PAID

General Statement of Duties: Duties include serving as a Patrol Officer to protect life and property, prevent crime, preserve the peace, apprehend criminal subjects, maintain order, be aware of impending community problems; perform departmental maintenance as needed or directed; and other duties as assigned.

Examples of Work: Respond to all law enforcement related calls; assure that all assigned equipment is in an operable condition; patrol assigned area; assist the public in any way which is police related; assist other Officers as required; issue summons for traffic or City Ordinance violations; investigate suspicious activity; investigate traffic accidents; arrest, process, and transport criminal suspects to appropriate detention facilities; and any other duties that may be assigned.

Minimum Knowledge, Skills and Abilities: Knowledge of City, State and Federal laws; ability to acquire knowledge of principals, technical information and practices in the law enforcement field; knowledge of operation and maintenance of law enforcement equipment; ability to understand oral and written instructions and directions; ability to establish and maintain good cooperative relationship with fellow employees and the general public; maintenance of good physical and mental health; the ability to practice sound safety and work habits.

Required Licenses and Certificate: Licensed as a Peace Officer and must hold a basic Certificate by the Texas Commission on Law Enforcement Standards and Education; must hold a valid Texas driver's license and must be bondable.

Physical Standards: Through regular exercise and moderate living, shall maintain a physical condition as to be able to handle strenuous physical contacts or demands required of the active, uniformed law enforcement officer. All employees are subject to random drug testing.

Must complete Field Training Program with the City.

The job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Helotes is EOE

See City of Helotes website for application. Submit with resume to jhenckel@helotes-tx.gov. Also accepting application and resume by regular mail, or fax#210-695-6520